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UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION V

1450 MARIA LANE, SUITE 210
WALNUT CREEK, CALIFORNIA 94596

JUL 15 1985

Mr. E. E. Van Brunt, Jr.
Executive Vice President
Arizona Nuclear Power Project
Post Office Box 52034
Phoenix, Arizona 85072-2034

Dear Mr. Van Brunt:

Subject: Operator and Senior Operator Licensing Examinations

In a telephone conversation between Mr. John Elin, OL Section and Mr. F. Hicks, APS Training Administrator, arrangements were made for the administration of examinations at the Palo Verde Unit One.

The written examinations are scheduled for September 24, 1985. The plant oral examinations are scheduled for September 25 - October 9, 1985.

In order for us to meet the above schedule, it will be necessary for the facility to furnish the approved reference material listed in Enclosure 1, "Reference Material Requirements for Operator/Senior Operator Licensing Examinations" by July 24, 1985. Any delay in receiving this material will result in a delay in administering the examinations. Our examinations are scheduled far in advance with considerable planning to best utilize our limited examiner manpower and to meet the examination dates requested by the various facilities. Therefore, missing the July 24, 1985 deadline, even by a few days, will likely result in a long delay, since it may not be possible to reschedule examinations at other facilities. Mr. Hicks has been advised of our reference material requirements, the number of reference material sets that are required, and the examiner's names and addresses where each set is to be mailed.

The facility management is responsible for providing adequate space and facilities in order to properly conduct the written examinations. Enclosure 2, "Administration of Operator/Senior Operator Licensing Written Examinations" describes our requirements for conducting these examinations. Mr. Hicks has also been informed of these requirements.

All operator and senior operator license applications should normally be submitted at least 60 days prior to the first examination date so that we will be able to review the training and experience of the candidates, process the medical certifications, and prepare final examiner assignments after candidate eligibility has been determined. If the applications are not received at least 30 days prior to the examination dates it is likely that a postponement will be necessary.

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This request for information was approved by the Office of Management and Budget under clearance number 3150-0101, which expires June 30, 1986. Comments on burden and duplication may be directed to the Office of Management and Budget, Reports Management Room 3208, New Executive Office Building, Washington, D.C. 20503.

Thank you for your consideration in this matter. If you have any questions regarding the examination procedures and requirements, please contact Mr. Dennis Willett at (415) 943-3744.

Sincerely,

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D. F. Kirsch, Acting Chief
Division of Reactor Safety and
Projects

Enclosures:

1. Reference Material Requirements
for Operator/Senior Operator
Licensing Examination
2. Administration of Operator
Licensing Written Examinations

cc w/o enclosures:

E. Licitra, NRR
R. Zimmerman, SRI
L. Miller, RV
D. Willett, RV
B. Boger, OLB
R. Muscat, RV (2 copies)
L. Wiens, OLB

bcc: RSB/Document Control Desk (RIDS)
Mr. J. Martin

RV *[Signature]*
DWillett
7/12/85

JELin *[Signature]*
7/12/85

RPate *[Signature]*
7/15/85

DKirsch *[Signature]*
7/15/85

Reference Material Requirements for Operator/Senior Operator
Licensing Examinations

1. Procedure Index (alphabetical by subject)
2. All Administrative Procedures (as applicable to reactor operation or safety)
3. All Integrated Plant Procedures (Normal or General Operating Procedures)
4. Emergency Procedures (Emergency Instructions, Abnormal or Special Procedures)
5. Standing Orders (Important orders which are safety related and may supersede the regular procedures)
6. Fuel Handling and Core Loading Procedures, (Initial Core Loading Procedure, when appropriate)
7. Annunciator Procedures (alarm procedures, including set points)
8. Radiation Protection Manual (Radiation Control Manual or Procedures)
9. Emergency Plan Implementing Procedures
10. Technical Specifications
11. Lesson Plans (Training Manuals, Plant Orientation Manual, System Descriptions, Reactor Theory, Thermodynamics, etc.)
12. System Operating Procedures
13. Piping and Instrumentation Diagrams, electrical single line diagrams, or flow diagrams
14. Technical Data Book, and/or plant curve information as used by operators
15. Questions and Answers that Licensee has prepared
16. Malfunction and Initial Condition Material for Simulator (if applicable).

The above reference material should be approved, final issues and should be so marked. If a plant has not finalized some of the material, the chief examiner is responsible for ensuring that the most complete, up-to-date material is available and that agreement has been reached with the licensee for limiting changes before the administration of the examination. All procedures and reference material should be bound or in the form used by the control room operators, with appropriate indexes or tables of contents so that they can be used efficiently.

REQUIREMENTS FOR ADMINISTRATION OF WRITTEN EXAMINATIONS

Operator Licensing Branch requirements are:

1. A single room shall be provided for completing the written examination. The location of this room and supporting restroom-facilities shall be such as to prevent contact with all other facility and/or contractor personnel during the duration of the written examination. If necessary, the facility should make arrangements for the use of a suitable room at a local school, motel, or other building. Obtaining this room is the responsibility of the licensee.
2. Minimum spacing is required to ensure examination integrity as determined by the chief examiner. Minimum spacing should be one candidate per table, with a 3-ft space between tables. No wall charts, models, and/or other training materials shall be present in the examination room.
3. Suitable arrangements shall be made by the facility if the candidates are to have lunch, coffee, or other refreshments. These arrangements shall comply with Item 1 above. These arrangements shall be reviewed by the examiner and/or proctor.
4. The facility may arrange to have knowledgeable personnel available to review the written examination and answer key. The maximum number of reviewers should be limited to one reviewer for each examination section to be reviewed and the length of the review should be limited to two hours. The chief examiner shall schedule and control the written examination review.
5. The licensee shall provide pads of 8-1/2 by 11-in. lined paper in unopened packages for each candidate's use in completing the examination. The examiner shall distribute these pads to the candidates. All reference material needed to complete the examination shall be furnished by the examiner. Candidates can bring pens, pencils, calculators, or slide rules into the examination room, and no other equipment or reference material shall be allowed.
6. Only black ink or dark pencils should be used for writing answers to questions.